

SECRET

ACCOUNTING, FISCAL AND BUDGET GROUP

GS-0500.00 - GS-0599.99

GROUP DEFINITION: Comprises positions the duties of which are to advise on, administer, supervise or perform accounting work, including related special examining, accounting record, or other clerical work; and positions the full time duties of which are to supervise or perform work in determining, evaluating and presenting budget estimates and justifications, and maintaining budgetary controls.

ACCOUNTING AND FISCAL SERIES

- 3 yr period

GS-0501.00 - GS-0501.99

SERIES DEFINITION: Comprises positions the duties of which are to perform or supervise bookkeeping, checking, reporting, or disbursement of funds where work is performed within the framework of an accounting system with basic accounting procedures prescribed by higher authority and does not require professional competence in accounting principles, procedures, and techniques.

<u>CODE</u>	<u>TITLE</u>	<u>ABBREVIATION</u>
GS-0501.01	ALLOWANCE SPECIALIST	ALLOWANCE SPEC
	<u>Title Definition:</u> Accounting work in connection with payment of post, family, and differential allowances to Agency personnel.	
GS-0501.02	FISCAL CONTROL OFFICER	FISCAL CONTROL OF
	<u>Title Definition:</u> Fiscal and accounting work resulting from operations involving special security considerations, including accounting for valuables, funds and currencies.	
GS-0501.03	FISCAL ACCOUNTING ASSISTANT (GS-07 and above)	FISCAL ACCT ASST
	<i>new Fiscal Assistant (You can)</i>	
GS-0501.04	FISCAL ACCOUNTING CLERK (Through GS-06)	FISCAL ACCT CLK
GS-0501.05	FISCAL ACCOUNTING CLERK (TYPING)	FISCAL ACCT CLK (TP)
GS-0501.06	FISCAL PROCESSING ASSISTANT (GS-06 through GS-09)	FISCAL PROC ASST
GS-0501.07	FISCAL PROCESSING OFFICER	FISCAL PROC OFF
GS-0501.08	FISCAL ACCOUNTING CLERK (STENO)	FIS ACCT CLK (STENO)

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ACCOUNTING SERIES

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GS-0510.00 - GS-0510.99

SERIES DEFINITION: Comprises positions the duties of which are to advise on, administer, supervise or perform professional accounting work ordinarily concerned with design, development, installation, operation, or inspection of accounting systems; the prescription of accounting requirements; the audit or similar examination of accounts and records of transaction; or the examination, analysis and interpretation of accounting data or reports. Requires professional competence in accounting principles, procedures, and techniques.

<u>CODE</u>	<u>TITLE</u>	<u>ABBREVIATION</u>
GS-0510.10	BUSINESS ACCOUNTANT	BUSINESS ACCOUNTANT
	<u>Title Definition:</u> Professional accounting work relating primarily to commercial accounts.	
GS-0510.11	BUDGET FISCAL OFFICER	BUDGET FISCAL OF
	<u>Title Definition:</u> Direction and coordination of fiscal and budgetary policies and procedures.	
GS-0510.12	ACCOUNTANT	ACCOUNTANT
	<u>Title Definition:</u> Professional accounting work including fiscal cost, operation and capital property accounting.	
GS-0510.13	AUDITOR	AUDITOR
	<u>Title Definition:</u> Review of fiscal cost, operating and capital property transactions for legality, propriety and accuracy.	
GS-0510.14	FINANCE OFFICER	FINANCE OFFICER
GS-0510.16	FINANCE ASSISTANT	FINANCE ASSISTANT
	<u>Title Definition:</u> Combinations of accounting, fiscal, finance, and related duties including the audit or similar examination of accounts and records of transactions; prescription of accounting requirements and funding operations; the procurement and disposal of foreign exchange; and the examination, analysis and interpretation of accounting data or reports; requiring professional competence in accounting and related principles, procedures and techniques.	
GS-0510.15	FINANCE OFFICER (ADMINISTRATION)	FINANCE OF (ADMIN)
	<u>Title Definition:</u> Performance of all Class "A" accounting functions for a Station/Base in addition to providing personnel, logistics and general administrative support for the Station/Base.	
GS-0510.17	SPECIAL ASSISTANT (FINANCIAL MANAGEMENT IMPROVEMENT)	SPECIAL ASST (FMI)